



POSITION DESCRIPTION

Department: Parks & Recreation

Position: Grounds/Maintenance Worker

Hourly Rate: \$15.46(2005)

Status: Hourly, Non-Exempt

Local #: MTPEA

Position Description: Reporting to the Director of Parks & Recreation performs maintenance work at outdoor parks and at the Recreation Center. This position may not adhere to regular business hours as defined in the Collective Bargaining Agreement.

Position requires frequent contact with employees, officials and the general public. Strong interpersonal skills, as well as working knowledge of grounds maintenance.

Duties and Responsibilities:

- Responsible for the implementation of preventative maintenance programs.
- Performs daily, weekly and monthly maintenance tasks, inspection and projects on building mechanical and operation systems as necessary.
- Maintains accurate and complete documentation on equipment, maintenance/inspection, chemical additions, etc., in accordance with Michigan Department of Environmental Quality health codes and industry standards.
- Schedule and conduct post and pre season Field and Green space prep for parks.
- Assist in the operation of the parks; schedule daily and weekly parks staff, including trash collection, maintenance, and ball field preparation.
- Schedule and conduct post & pre-season seeding and land preparation of parks.
- Must have organizational skills.
- Perform other duties, as required.

Education:

- High school diploma or GED equivalent required. Associates or Bachelor's degree in Forestry, Horticulture, or a related field preferred.

Work Experience:

- Two years full-time indoor/outdoor maintenance experience required.

Other Skills/Abilities:

- Knowledge and understanding of turf management.
- Knowledge and experience in operation of irrigation systems preferred.

- Aptitude to correctly use cleaning agents (chemicals); and ability to follow instructions concerning various cleaning chemicals.
- Ability to solve problems as it relates to facility mechanical systems and miscellaneous operation issues.
- Capability of establishing and maintaining effective working relationships with employees and the public.
- Ability to work a flexible schedule (including evenings, weekends & holidays), as dictated by operational needs.
- Ability to pass a pre-employment drug screen and complete a post-offer physical examination.

Licenses, Certifications:

- Must possess a valid Michigan driver's license.
- Pesticide license and playground inspector required within 6 months from date of hire.

Peripheral Duties:

- Answers maintenance questions from patrons or employees.

Tools and Equipment Used:

- Skill in the use of mobile radio and light power tools.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- While performing the duties of this job, the employee is regularly required to use his hands to finger, handle, feel or operate objects, tool, or controls and reach with hands and arms. The employee is frequently required to stand; talk; hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may work in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.
- The noise level in the work environment is moderately loud in field and indoor settings.